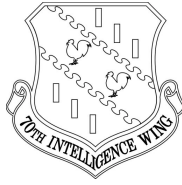


1 DECEMBER 2000

Personnel



AIR FORCE AWARDS AND DECORATIONS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 70 IW/CCE (TSgt Singletary)

Certified by: 70 IW/CC (Col Beatty)

Pages: 4

Distribution: X

This instruction implements the decoration “pin’em where you win’em” philosophy mandated by the Air Force Chief of Staff. It provides group specific instructions and procedures on decorations for achievement and service. It applies to all 70th Intelligence Wing units. It prescribes how decorations will be submitted, approved, and distributed. Effective 1 December 2000, use this instruction in conjunction with all existing Air Force Instructions; it does not replace existing Air Force policy and instructions.

This first revision realigns decoration approval authority within the guidelines set IAW AFI 36-2803. It gives specific guidance for preparing and submitting decoration recommendations to approval authorities. It further describes processing procedures for Commander Support Staffs and Group decoration monitors and adds distribution requirements for approved decorations. In addition, it provides guidance on furnishing statistical information to 70IW/CCE and decoration board recommendations to 70IW/CC.

1. GENERAL INFORMATION:

1.1. General. Wing Headquarters Personnel (70IW/CCE) serves as office of primary responsibility (OPR) for the awards and decorations program. Wing, Groups and Squadrons serve as offices of collateral responsibility (OCR). This instruction will be reviewed annually for currency and updates.

2. PROGRAM MANAGEMENT INFORMATION:

2.1. Responsibilities. OCR will monitor the decoration process for their assigned members. From receipt of the Decoration RIP (Décor-6) through presentation, OCRs will track decoration process. The following procedures apply to ensure consistency in program execution and implementation.

2.2. Decoration Approval Authority: In accordance with AFI 36-2803, Table 1.1., 1 Jan 98, 70 IW/CC is approval authority for the Meritorious Service Medal (MSM), all conditions and Aerial Achievement Medal (AAM). This authority will not be further delegated. Group Commanders are approval authority for Air Force Commendation Medal (AFCM) and Air Force Achievement Medal (AFAM) all conditions.

NOTE: The AFCM can only be approved by a Group Commander serving in the grade of O-6.

2.3. Suspense for Submission: Decoration recommendations are submitted in accordance with the time-line schedule at Attachment 1. The effective date of all decorations is the closing date of the service period recognized regardless of the order date.

2.4. Group Responsibilities: The 70 IW Commander delegates approval authority for AFCM and AFAM, in all cases, to Group Commanders. This responsibility will not be further delegated. Groups will:

2.4.1 Be responsible for developing, implementing, publicizing criteria, and procedures for award of Air Force decorations for approval, and filing results for disposition IAW AFM 37-139, Records Disposition Schedule.

2.4.2. Publish special orders on decorations for which the Group commander has approval authority and distribute copies of orders and certificate to subordinate units.

2.4.3. Distribute award elements IAW AFI 36-2803, Table 3.1, Block 2 under responsibilities column. Note: Complete distribution no later than 5 calendar days after publication of special orders.

2.4.4. Provide quarterly statistics on all MSMs, AFCMs, and AFAMs to 70 IW/CCE in the format at Attachment 2, not later than the third Monday of the quarter.

2.5. Squadron Responsibilities: The squadron commander (or designee) reviews all decoration recommendations for quality force compliance prior to submission; reviews all award certificates for quality written narratives and mandatory opening and closing sentences.

2.5.1. Commanders present original certificate, four copies of special orders, Medal or appropriate device, and presentation binder to member prior to projected departure date.

2.6. Methods of Submission: Squadrons submit decoration recommendations via Facsimile, email, or Intra-Theater mail.

2.7. Preparing Nominations: All recommendations for decorations will include all Enlisted/Officer Performance Reports covering the entire award period, DECOR-6 signed by recommending official and unit commander, note from group commander for awards approved by 70 IW/CC, and certificate. Additional narrative justification may be submitted if deemed necessary by the recommending official.

3. Quarterly Statistical Information Format: See Attachment 2.

Attachment 1

DECORATION SUBMISSION TIME-LINE

COMMANDER SUPPORT STAFF RESPONSIBILITIES:

1. **90 CALENDAR DAYS** FROM PROJECTED DEPARTURE DATE (PDD): REQUEST DÉCOR-6 FROM PC-III IF NOT YET RECEIVED
2. **30 CALENDAR DAYS** FROM DESIRED PRESENTATION DATE: FORWARD DECORATION RECOMMENDATION TO RESPECTIVE GROUP COMMANDER (HQ 70 IW STAFF FORWARD TO 70 IW/DP THROUGH 694SPTS/CCS). **45 CALENDAR DAYS** WHEN WING/CC IS APPROVAL AUTHORITY
3. **NO LATER THAN 5 CALENDAR DAYS** AFTER RECEIPT OF APPROVED DECORATION AND G-SERIES ORDER, COMPLETE PROCESS IAW PARAGRAPH 2.5.1 OF THIS INSTRUCTION AND ARRANGE PRESENTATION TO MEMBER BY UNIT COMMANDER

GROUP PROCESSING TIME-LINE RESPONSIBILITIES:

1. **NO LATER THAN 21 CALENDAR DAYS** AFTER RECEIPT STAFF OR BOARD (WHICHEVER IS APPLICABLE) ALL DECORATIONS
2. **NO LATER THAN 5 CALENDAR DAYS** AFTER DECORATIONS FOR WHICH GROUP COMMANDERS ARE APPROVAL AUTHORITY, PUBLISH G-SERIES ORDER ACCOMPANIED BY APPROVED CITATION AND DISAPPROVAL/DOWNGRADE LETTER AS APPLICABLE
3. **NO LATER THAN THE 3RD MONDAY OF THE QUARTER** PROVIDE DECORATION STATISTICS TO 70 IW/DP AS PRESCRIBED IN ATTACHMENT 2.

Attachment 2

QUARTERLY STATISTIC FORMAT

Officer

Grade	Condition	MSM	AFCM	AFAM
Colonel	PCS/PCA/Ret/Sep			
Lt Colonel	PCS/PCA/Ret/Sep			
Major	PCS/PCA/Ret/Sep			
Captain	PCS/PCA/Ret/Sep			
1st/2nd Lts	PCS/PCA/Ret/Sep			
	Total			

Enlisted

Grade	Condition	MSM	AFCM	AFAM
CMSgt	PCS/PCA/Ret/Sep			
SMSgt	PCS/PCA/Ret/Sep			
MSgt	PCS/PCA/Ret/Sep			
TSgt	PCS/PCA/Ret/Sep			
SSgt	PCS/PCA/Ret/Sep			
SrA	PCS/PCA/Ret/Sep			
	Total			